



Permit Submission Requirements

In addition to a completed application, all permit submissions are required to include the following information:

- The proposed location of the gazebo on all copies of the Plat of Survey.
- Three (3) copies of the framing plan for the gazebo which includes the following information:
 1. Complete dimensions of the gazebo
 2. Joists, beam and post sizes, spacing and spans
 3. Cross sections
 4. Elevations
 5. Lumber species and grade

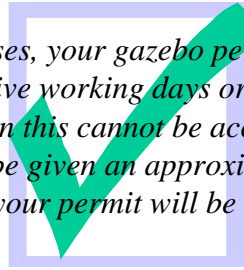
Other Requirements

- A gazebo must be designed to support a 40lb. per square foot live load.
- If the gazebo is attached to the house the posts shall be attached to, or set in concrete piers a minimum of twice the diameter of the post and 42 inches below grade.

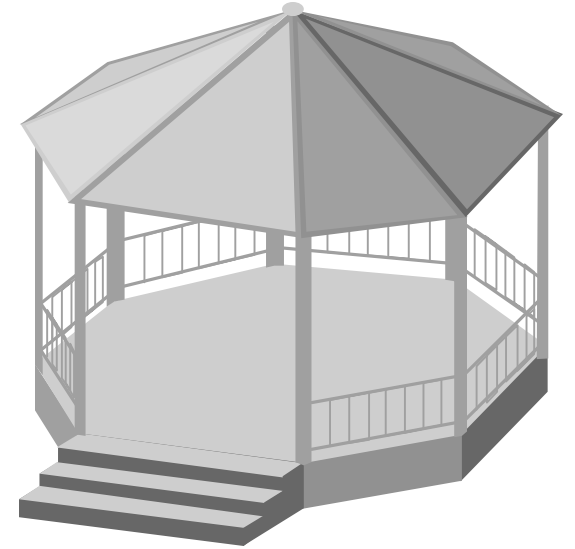
Location

- Gazebos must meet the side yard setback requirements, and be a minimum of ten feet (10') from the rear property line.
- Gazebos are not permitted in or over any utility or drainage easements.

In most cases, your gazebo permit will be issued in five working days or less. If for some reason this cannot be accomplished, you will be given an approximate date when your permit will be issued.



Gazebos



*A How -to Guide for Obtaining a
Permit for your Project*

Questions ?
*Please call
the Department of
Engineering & Community
Development
at
(847) 357-4220
Monday through Friday,
between the hours of
8:00 a.m. and 5:00 p.m.*



Elk Grove Village
Home Improvement
Series





Why apply for a permit?

When you apply for a permit, you are assisting the Village in conducting a plan review and the subsequent inspections that will ensure that all structures in the community meet specific safety and quality guidelines.

The Village is on your side. We want to ensure that you will enjoy your gazebo for many years to come. The permit you receive for this project will allow us to do just that.

Elk Grove Village is dedicated to assisting its residents. The Department of Engineering & Community Development will show you this dedication as you apply for and receive your gazebo permit.

The Permit Process

1

Obtain a permit application from the Department of Engineering & Community Development which is located on the lower level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.

2

Return the completed application with three (3) copies of your plat of survey to the Department of Engineering & Community Development. Please refer to submission requirements for additional necessary information.

3

After you receive your permit, and at least 48 hours before you begin digging, call JULIE (Joint Utility Locating Information for Excavators) at 1-(800) 892-0123 and the Elk Grove Village Department of Public Works at (847) 734-8800 for utility locations.



Inspections

Inspections required at various stages of the project are:

Post Hole

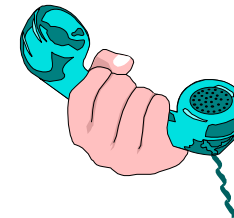
This inspection is conducted to ensure the proper post hole depth and location of your gazebo.

Framing

Prior to covering the framing of your gazebo. This inspection is to ensure that the gazebo is constructed in accordance with the approved plans.

Final

Upon completion of the gazebo, to ensure that construction, and restoration of the landscaping has been completed.



Requesting Inspections

To schedule an inspection, contact the Department of Engineering & Community Development at (847) 357-4220, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Requests for inspections must be made 24 hours in advance. Please have your permit number ready when you call.